

3 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
3 May 1974

1. Fair Labor Standards: A notice on the effect of the Fair Labor Standards Act amendments on overtime for Agency employees has been developed and approved for issuance. The revisions in the law require that all employees be designated as either exempt or non-exempt and that overtime for non-exempt employees be computed under both the present system and the Fair Labor Standards Act system in order to provide the higher rate. The work of identifying positions has been completed, and this information will be coded and run against employee runs, by organization, in order that employees can be properly designated.

2. Alumni Day: As of this date we have invited 1200 retirees, of whom 750 have responded and 450 of this number have accepted.

3. Summer Interns: Two of our six black summer interns have received clearances and have established EOD dates.

STATINTL 4. PASG: We discussed with the Associate General Counsel [REDACTED] the status of proposed changes in Agency regulations designed to implement approved PASG recommendations. We believe all differences have been resolved.

5. Status of Disability Retirements: A current "snapshot" of the situation on disability retirements is as follows:

	<u>CSC</u>	<u>CIARDS</u>
Approved and running out of sick leave	15	32
Pending determination	<u>23</u>	<u>14</u>
Total	38	46

6. Federal Service Emblems: There are 2523 Agency staff and contract employees who are eligible to receive Federal Service Emblems as a result of service completed during 1973. Emblems are awarded in five-year intervals beginning with 10 years. Unfortunately, the manufacturer of the pins was unable to meet our order, and we have been trying to obtain sufficient pins from other agencies to satisfy our needs. This week 200 pins were obtained from the Department of Commerce and GSA. Another 150 pins are needed to complete our requirements, and we expect to make distribution within the next 30 days.

7. Response to Bulletin: Initial response to the Employee Bulletin inviting employees to nominate clerical applicants numbers 63. The nominees will be screened for previous contact, and those in the immediate area will be invited in for interviews at WARO. Out-of-town nominees will be sent a contact letter and preliminary application forms.

8. Recruiters' Conference: The Recruiters' Conference has been in progress during this week, and the recruiters have been enthusiastic in their reaction to a variety of briefings, workshops, etc.

9. Reserve Program: Colonel Peter J. Berriman, Executive Officer, National Guard Bureau, spoke to the members of the Agency's Military Reserve Unit on Monday, 29 April 1974.

10. Savings Bond Campaign: Mr. Jack B. Dunn, Director of Sales for Federal Activities, U.S. Savings Bond Division, spoke at the Agency Savings Bond Rally in the auditorium on 29 April 1974. The Agency Savings Bond Campaign will be held from 1 through 31 May 1974.

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11. Insurance Briefing: The Deputy Chief of the Insurance Branch, [REDACTED] is visiting the home offices of Mutual of Omaha this week. A special briefing and training program has been arranged for [REDACTED]

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12. Regular Redskin Tickets: Approximately 1300 applications have been received thus far in connection with the EAA drawing for regular Redskin football tickets. Applications seem to be running a little slower than in previous years. The closing date for the drawing is 14 June.

Coming Events

1. We hope to complete most of the work on the exempt/non-exempt designation of employees under the Fair Labor Standards Act.

2. Work on the Program Call.

3. The Co-op Coordinator will interview geography majors at Prairie View A&M College on 8 May for positions as photo interpreter trainees. While there, he will brief faculty members from the math, engineering and business departments about our co-op program. On 9 May he will brief the Co-op Coordinator at Southern University in Baton Rouge.

4. Mr. Louis Walker from the Defense Civil Preparedness Agency will speak to the members of the Agency's Military Reserve Unit on Monday, 6 May 1974. The meeting will be held in the auditorium and will start at 1745 hours.

(Signed) F. W. M. Janney

**F. W. M. Janney
Director of Personnel**

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